

C-A OPERATIONS PROCEDURES MANUAL

13.4.2 Records Index

1. **Purpose**

The purpose of documenting C-A Records within a records index is to list those records which provide important departmental information about items, processes, operations, and activities that may have significant impact on personnel, environmental, or health, and safety operations. Records listed within this index shall be maintained in accordance with directions in the relevant OPM, [C-A-OPM 13.4.1](#), and the SBMS Records Management Subject Area. The records index is divided into two parts, Operations Records and Environmental Records. In addition to listing the record, both Operations Records and Environmental Records attachments identify the Record Custodian. The Record Custodian is responsible for maintenance and appropriate disposition of the records as prescribed in the SBMS Subject Area.

2. **Guidelines**

2.1 Operations Records

A list of records that are pertinent to daily operations within the C-A Department are found in [C-A-OPM-ATT 13.4.2.a, "List of Operations Records"](#).

2.2 Environmental Records

A list of environmental records that are pertinent to daily operations within the C-A Department are found in [C-A-OPM-ATT 13.4.2.b, "List of Environmental Records"](#).

3. **References**

3.1 [C-A-OPM 13.4.1 "Records Management"](#).

4. **Attachments**

4.1 [C-A-OPM-ATT 13.4.2.a "List of General Operations Records"](#)

4.2 [C-A-OPM-ATT 13.4.2.b "List of Environmental Records"](#).